



Hiring of Persons with Individual Disabilities

FACT SHEET

1. The **US Army is committed** to providing employment opportunities to people with Mental Retardation, Severe Physical Disabilities or Psychiatric disabilities. The information contained in this fact sheet will help explain the hiring process of people with disabilities. Persons with disabilities may apply for jobs filled either competitively (compete with other qualified individuals through a structured process) OR noncompetitively (be selected by the hiring manager outside the competitive process using a special appointing authority for people with disabilities.) Competitive Appointments are permanent, time-limited, or temporary.

“Schedule A for Persons with Disabilities” is a noncompetitive appointing authority, 5 CFR 213.3102(u). People selected for a Federal job must meet the qualification requirements for the job and be able to perform the essential duties of the jobs with or without reasonable accommodation.

2. Proof of disability: To qualify for employment under Schedule A for Persons with Disabilities, an individual must verify he or she is indeed an individual with mental retardation, severe physical disability, or psychiatric disability. The documentation to prove your disability must be provided to the hiring agency before being hired. Acceptable forms of documentation include records, statements, or other appropriate information. These documents may be issued from a licensed medical professional, e.g. a physician; a medical professional duly certified by a State, the District of Columbia, or U.S. territory to practice medicine; licensed vocational rehabilitation specialist (State or private); OR any Federal, State, District of Columbia or U.S. territory agency that issues or provides disability benefits. These same entities may issue a Certificate of Job Readiness.

3. Certification of Job Readiness: An individual hired under this authority must be ready to perform the job for which they are being considered. The certification of job readiness is a statement that the individual is likely to succeed in the performance of the duties of the position for which he or she is applying. For instance, an individual applying for a position as an Administrative Assistant or an Accountant may need to have a certification that states that he/she "is likely to succeed performing work in an office environment." In cases where certification has not been provided, the hiring agency may give the individual a temporary appointment under this authority to determine the individual's job readiness. The agency may also accept, at the agency's discretion, service under another type of temporary appointment in the competitive or excepted services as proof of job readiness.

4. Job Observations. It is necessary to observe the applicant on the job to determine whether the applicant is able or ready to perform the duties of the position. When an agency uses this

option to determine an individual's job readiness, the hiring agency may convert the individual to a permanent appointment whenever the agency determines the individual is able to perform the duties of the position; or the individual has a certification of job readiness and the work is of a temporary nature.

5. Noncompetitive conversion to the competitive service (§315.709).

a. An agency may noncompetitively convert to the career or career-conditional appointment in the competitive service an employee who has completed 2 years of satisfactory service in a nontemporary appointment when:

(1) Two or more years of satisfactory service is completed, without a break of more than 30 days, under a nontemporary appointment under § 213.3102(u);

(2) Is recommended for the conversion by his or her supervisor;

(3) Meets all requirements and conditions governing career and career-conditional appointment except those requirements concerning competitive selection from a register and medical qualifications; and

(4) Is converted without a break in service of one workday.

6. How to apply. For Army positions, submit resumes through the Resumix database using the Army Resume Builder or contacting your local Equal Employment Opportunity Disability Coordinator. Check the Army's Vacancy Announcement Board at <http://acpol.army.mil/employment/>; then click on the link "Search for Jobs" to be directed to the Vacancy Announcement Board to find jobs worldwide. Look for "Employment Program for People with Disabilities Eligibles" in the "Who May Apply" area of the Army vacancy announcements to see if the vacancy is open to individuals with disabilities.

You may also search for Army positions opened to Persons with Individual Disabilities on the USAJOBS webpage at www.usajobs.gov. Indicate "5 CFR 213.3102(u)" on your resume or state you are a person with a disability eligible for a Schedule A appointment when applying for Federal positions on USAJOBS or through an agency's Selective Placement Program Coordinator (SPPC). Additionally, OPM provides Schedule A Training for People with Disabilities. You can find this at the following link: http://www.powertrain.com/opm_applicant/hpd.htm.

If you search and the vacancy is not open to People with Disabilities Eligibles, you may contact the local EEO Disability Rep to determine if you are eligible to apply non-competitively for the vacancy. Applicants must rank among the best qualified with other merit promotion eligible candidates in order to be considered for an appointment. Individuals are given career or career conditional appointments, as appropriate.

7. Reasonable Accommodation. At times people with disabilities may need reasonable accommodations to help them perform the duties of their positions. Reasonable accommodation is a modification or an adjustment to a job or the work environment that will enable a qualified

applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodation also includes adjustments to ensure that a qualified individual with a disability has equal benefits and privileges of employment enjoyed by other similarly situated employees without disabilities. For more on Reasonable Accommodation, please see the Reasonable Accommodation fact [sheet](#).

8. For more information regarding the recruitment of Persons with Disabilities, contact a HR representative at your local Civilian Personnel Advisory Center (CPAC). To locate a CPAC near you, visit the CPAC locator [map](#).

Reasonable Accommodations

1. BACKGROUND: A reasonable accommodation is any modification or adjustment to a job or change in the work environment that enables a person with a disability to compete equally or perform the essential functions of the position. Reasonable accommodation also includes adjustments to assure that a person with a disability has equal benefits and privileges of employment enjoyed by other similarly situated employees without disabilities. The accommodation must be job related and not for personal use (e.g. hearing aids, prosthetic devices, wheelchairs, and transportation to work).

2. REQUIREMENTS: A request for reasonable accommodation can be made verbally or in writing. The need for reasonable accommodation is determined on a case-by-case basis, considering the following: the individual's specific disability and existing limitations to the performance of a job function, the essential duties of the job, the work environment, and the feasibility of the proposed accommodation.

Medical documentation may be needed to support a request. If so, the documentation should include information necessary to establish the existence of a disability and the medical basis for a reasonable accommodation. Effective communication is crucial; the employee and the manager will discuss the nature of the employee's limitation and any accommodations that may be necessary.

3. EXAMPLES OF REASONABLE ACCOMMODATIONS: Examples of accommodations that an employee may receive include:

a. **Assistive Technology** – Such as screen reader software; screen magnification software; voice recognition software; refreshable Braille display; Braille translation software; Braille embosser; optical character recognition (OCR) software; integrated TTY/modem software; specialized keyboards/pointing devices; supplemental devices which meet a variety of needs to improve accessibility (e.g., Braille/voice note takers, telephone amplification devices, OCR scanner, document magnification devices).

b. **Readers and Assistants** – Some employees with visual and mobility impairments may need a reader or personal assistant to help them perform essential job functions.

c. **Interpreter Services** – Interpreter services for deaf and hard of hearing employees are available for many situations such as training classes, meetings, job interviews and other events where interpreters are needed to facilitate communication.

d. **Specialized Training on the Use of Assistive Devices** – Expert training is provided to ensure that employees achieve and maintain a high level of proficiency. Training on the use of the assistive devices should be provided prior to the employee's entry level programmatic training.